



KING COUNTY

**PROJECT/PROGRAM MANAGER III
(WRIA 8 PROJECT AND FUNDING COORDINATOR)
DEPARTMENT OF NATURAL RESOURCES
WATER & LAND RESOURCES DIVISION
Annual Salary Range: \$63,278 - \$80,209 (2006 Rates)
Job Announcement: 05MK5714TLT
OPEN: 12/14/05 CLOSE: 1/18/06 (extended)**

WHO MAY APPLY: This fully benefited term-limited temporary position is open to all qualified applicants.

WHERE TO APPLY: Required forms and materials must be sent to: **Michelle Kobuki, Human Resources, 201 South Jackson, Suite 600, MS: KSC-NR-0600, Seattle, WA 98104 by noon** on the closing date. (Postmarks are NOT ACCEPTED). Contact (206) 296-1935 for questions regarding this announcement. You may download an application from the Internet address at <http://www.metrokc.gov/ohrm/jobs/>

FORMS AND MATERIALS REQUIRED: Submit a [King County application form](#), resume, response to the supplemental questionnaire, and a sample of your writing that is relevant to the job duties. Interviews are expected to be scheduled in early January.

WORK LOCATION: King Street Center, 201 South Jackson, Suite 600, Seattle, WA 98104

WORK SCHEDULE: This full-time position is exempt from the provisions of the Fair Labor Standards Act and is not eligible for overtime. The typical work schedule is 8:00 a.m. to 5:00 p.m. Monday - Friday. Attendance at evening meetings and weekend events will be required from time to time.

DURATION: This position is temporary and is anticipated to end by November 30, 2006.

BACKGROUND:

Local governments in Water Resource Inventory Area (WRIA) 8, the Lake Washington/ Cedar/ Sammamish Watershed, have entered into an Interlocal Agreement (ILA) that will be extended through December 2006 to provide WRIA-based watershed plan implementation for salmon conservation. King County is currently the service provider to the ILA participants through December 2006. The WRIA 8 Project and Funding Coordinator is part of a staff team (the WRIA 8 coordination team) that is cost-shared through the ILA and serves the 27 jurisdictions. The coordination team facilitates development and implementation of the long-term Salmon Conservation Plan in coordination with the multi-stakeholder, multi-jurisdictional WRIA 8 Steering Committee, interjurisdictional Forum, supporting committees, stakeholders, and interested organizations. The Salmon Conservation Plan has a strong technical foundation and recommends actions to be taken by local jurisdictions and interested parties to help recover salmon in the watershed.

PRIMARY JOB DUTIES INCLUDE:

The purpose of the Project and Funding Coordinator position is to coordinate implementation of site specific projects that are identified in the WRIA 8 Chinook Salmon Conservation Plan. This position will manage two key grant processes for WRIA 8 projects submitted by jurisdictional partners: the Salmon Recovery Funding Board and the King Conservation District grants. In addition, this position will develop a funding strategy for the site-specific projects and seek additional funding sources. Job duties include:

Salmon Recovery Funding Board and King Conservation District grants:

- Support the Steering Committee in developing, prioritizing, and presenting grant proposals to the state's Salmon Recovery Funding Board (SRFB), based on the WRIA 8 plan conservation strategy and start-list actions.
- Support the Forum in developing, prioritizing, and presenting project recommendations to King Conservation District (KCD) for funding, based on the WRIA 8 plan conservation strategy and start-list actions.
- Coordinate and facilitate the Project Subcommittee in developing recommendations for the SRFB, KCD, and other appropriate grant opportunities. Develop and document the unbiased selection criteria and ranking process based on the WRIA 8 plan. Conduct field trips of project sites. Coordinate with SRFB, KCD, and other grant staff on their respective processes and procedures.
- Track implementation of approved KCD and SRFB grants and actions from other regional funding sources as appropriate. Make presentations to Steering Committee, Forum, KCD Board, other appropriate groups on results.

Funding Strategy:

- Work with Corp of Engineers, local sponsors, and WRIA 8 partners to seek funding and implementation of projects through the General Investigation/ Ecosystem Restoration Project.
- Coordinate with WRIA 8 partners and organizations to scope, develop, and implement a funding strategy that seeks federal, state, and other funding opportunities for start-list actions and plan priorities.
- Work with the WRIA 8 Watershed Coordinator, WRIA 8 partners, organizations, and appropriate others to organize and implement lobbying efforts for federal, state, and other funding. This can include organizing and conducting field trips, presentations, and tours.
- Research new grant and funding opportunities. Help to establish partnerships and seek funding for start-list projects. Identify grant-funding opportunities that benefit regional fish habitat, water quality, and flood hazard reduction. Use the WRIA 8 plan to guide priorities for action.

Other duties:

- Seek ways to implement WRIA 8 plan start-list and comprehensive list actions, focusing on site-specific projects and stewardship, through other processes, e.g., capital improvement projects, local acquisition programs, and stewardship opportunities.
- Conduct outreach to jurisdictions, organizations, and individuals to implement site-specific projects. Coordinate with WRIA 8 Program Manager to facilitate implementation and provide training on the plan.
- Should plan revisions be necessary, work with the Program Manager, in coordination with multi-jurisdictional/multi-stakeholder committees comprised of citizens, technical and policy staff, and elected officials as well as the WRIA 8 service provider team, to adapt site-specific actions and other sections of the plan.

- Share information with all jurisdictions equally.
- Respond to citizen and agency inquiries on the WRIA 8 process and plan.
- Work closely with multiple jurisdictions, organizations, and stakeholders interested in helping conserve salmon habitat.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in regional or environmental planning, natural resource management, landscape architecture, public administration, or related field
- Five years of increasingly responsible planning or project management and analytical work that is applicable to the essential job functions of this position.
- Three years of experience finding appropriate grants and developing other funding sources.
- Three years of experience implementing habitat protection and acquisition programs and capital improvement programs.
- Three years of experience and demonstrated ability moving project recommendations to implementation. Demonstrated experience in scoping, coordinating, and managing processes to rank recommendations for grant opportunities.
- Three years of experience and demonstrated ability facilitating multi-jurisdictional or multi-stakeholder committees or advisory boards on controversial issues, particularly related to salmon conservation.
- Two years of experience making presentations to high-level committees and to organizations. Demonstrated ability to communicate technical and policy issues effectively, both in writing and orally, with varied audiences. Excellent verbal and written communication skills, including report writing, presentation development and delivery, and other products that are reviewed or received by multiple people, groups, and agencies.
- Experience and demonstrated ability to manage complex projects and programs involving watersheds, conservation of natural resources, local governmental systems and political processes, interagency and inter-jurisdictional relations, public involvement and outreach, and regional planning.
- Knowledge of the requirements of the Endangered Species Act, salmon habitat restoration and protection methods, state salmon recovery legislation, local government authority, habitat requirements for salmonids, principles of watershed management, natural resource conservation, adaptive management and implementation.
- Knowledge of the Salmon Recovery Funding Board, King Conservation District, and U.S. Army Corps of Engineers funding opportunities.
- Demonstrated ability to work collaboratively and build consensus with diverse and sometimes conflicting interests including scientists, citizens, representatives of other county, city, state and federal agencies, private sector, co-workers, and supervisors.
- Demonstrated ability to maintain composure and professionalism managing complex issues in difficult situations while balancing competing interests, at times on a tight deadline.
- Demonstrated ability to function independently and effectively manage changing priorities on a daily basis. Also work effectively in multi-discipline, multi-interest, and multi-agency teams and committees.
- High-level proficiency in Microsoft Office software, including Microsoft Word, PowerPoint, and Excel.
- Must be able to perform and have experience in all primary job functions.

DESIRABLE QUALIFICATIONS:

- Master's degree in related field.
- Thorough familiarity with salmon habitat resources, funding resources, jurisdictions, and community groups in WRIA 8 and with Shared Strategy for Puget Sound.
- Proven ability to lead diverse groups to consensus on natural resource/environmental issues.
- Knowledge and understanding of Ecosystem Diagnosis and Treatment model.

NECESSARY SPECIAL REQUIREMENT:

- A valid Washington State Driver's License or the ability to travel throughout King County and southern Snohomish County in a timely manner.

UNION MEMBERSHIP:

- Positions in this classification are represented by Teamsters, Local 117, Professional & Technical. Union membership will be required within 30 days of employment.

Supplemental Questionnaire

WRIA 8 Project and Funding Coordinator

The following questions address important elements of this position. The information you provide will help to determine your eligibility for further consideration. Please use specific examples and limit your responses to no more than one typed page per question. Attach all pages to your application.

1. Please describe how you have facilitated multiple interests in developing a successful strategy to fund implementation of science-based actions that protect or restore habitat. If you have not actually done this, please outline clearly what steps you would take and give examples of related experience that you do have.
2. Please describe your experience developing and implementing an effective and unbiased grant proposal process where you facilitated multi-stakeholder, interjurisdictional committees to select and prioritize projects.
3. Please describe your experience working with multiple partners to move science-based recommendations to successful project implementation.